



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

**BUILDING PERMIT INFORMATION
RESIDENTIAL ADDITIONS AND ALTERATIONS**

Check each box after verifying that
requirement is met for submittal.

Submittal Requirements

Verified by Staff:
Date:

- ☐ 1. Completed application form for Residential Additions and Alterations, Attachment (A).
- ☐ 2. Two copies of plot plan (plot plans are not required for interior remodeling only). See example, Attachment (B). When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and drawn to scale. Plot plan must be on letter or legal size paper, and must include the following:
- ☐ All property lines and property line dimensions
 - ☐ Square footage or acreage of the property
 - ☐ Building Restriction Lines (BRL) and utility easements
 - ☐ North direction arrow
 - ☐ Scale of drawing
 - ☐ Property Owner name(s)
 - ☐ Street Address of property
 - ☐ Existing dwelling and any other existing structures
 - ☐ Existing well if property is served by well.
 - ☐ Existing septic area if property is served by septic
 - ☐ Existing driveway
 - ☐ Detailed dimensions of the proposed new construction.
 - ☐ Proposed new construction location with setbacks from the proposed new construction to property lines and/or the nearest structure IN EACH DIRECTION.
- ☐ 3. Two sets of construction plans.
- ☐ 4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us.
- ☐ 5. When a property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
- ☐ 6. Fees are due at the time of application (check or cash only):

Additions

\$ 10.00 Automation Enhancement Fee
\$ 28.00 Filing Fee
\$219.00 plus \$0.21 per sq. ft. Building
\$ 52.00 Zoning Review Fee

Alteration or Conversion

\$ 10.00 Automation Enhancement Fee
\$ 28.00 Filing Fee
\$ 82.00 plus \$0.21 per sq. ft. Building
\$ 52.00 Zoning Review Fee

and

\$50.00 Health Review Fee required if property is served by well and/or septic.

- ☐ Notarized Letter of permission – the owner or licensed contractor must apply unless the applicant has a notarized letter of permission. The notarized letter of permission must be from the land owner, unless the permission is for a permit service to act on behalf of the contractor, and then the letter will be from the contractor giving permission to the permit service to act as an agent on their behalf.
- When grading involves the disturbance of 5,000 sq. ft. or more, *or* 100 cubic yards, a grading permit is required, with an \$89.00 Grading Fee and a \$60.00 Soil Conservation Fee.

- ☐ Incorporated Town: Same, except no Zoning Review fee; no Health Review fee unless indicated.
- ☐ Walk-Through Permit Fees: Fees are the same as above, except there is no Health Review Fee.

Procedures

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be considered for processing as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- Conventional Permits. When an application is not eligible for walk-through processing, the review timeframe of the application by Plan Review is two weeks for their initial review comments for this type of application.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

Permit Issuance:

- Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- Conventional Permits. The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, inspection procedures, and additional information.

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Completion: The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- All fees must be paid at time of application, by check or cash. Credit or Debit cards cannot be accepted. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building fee is charged according to the square footage. Any increment of a foot is dropped from the measurements.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- **Time Limitation of Application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to 1 year each. The fee to extend a permit application or a building permit is the minimum permit fee of \$55.00. Each request to extend a permit shall be made in writing with justification and received *in advance* of expiration date.
- **Refunds:** Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- **Revisions:**
 - Revisions that are in direct response to a plan review comment - The first plan revision or resubmittal is reviewed at no additional charge. The second plan revision or resubmittal is an additional 25% of the original fee, and the third and subsequent plan revision or resubmittal is at 50% of the original fee.
 - All other revisions for Residential Uses are \$28.00.

CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions)	301-600-1089
Plan Reviewer (for construction plans)	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height)	301-600-1143
Environmental Health (well and septic information)	301-600-1726
Manager of Permitting Services	301-600-1082

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701
 301-600-2313 INFORMATION



A/P #
Process
Date:
Application Reviewed By (initials):

Building Permit Application for RESIDENTIAL ADDITION AND/OR ALTERATION

SECTION I: CONTACT INFORMATION

Property Owner

Name(s) of person (s) the construction is for:

Current street address for above person(s):

Town: State: Zip:

Daytime Telephone Number:

Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town: State: Zip:

Contact Person for Permit Service (Applicant/Contact)
Phone #

Home Improvement Contractor

Company name:
(Contractor must apply when contracted to do the work)

Current street (mailing) address for Contractor:

Town: State: Zip:

MHIC license number: Exp Date:

Contact Person for Contractor:

Contractor Telephone Number: Fax #

Contractor e-mail Address:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of Property:

<u>Water Type:</u>	<u>Sewer Type:</u>
Well <input type="checkbox"/>	Septic <input type="checkbox"/>
Community <input type="checkbox"/>	Community <input type="checkbox"/>

Property Address of Jobsite:

Town: State: Zip:

Subdivision Name: Lot #

Is Property Within an Incorporated Town?

Yes* ☐
No ☐

*Town paperwork must be submitted with application.

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐ No ☐

Walk-Through Permits

When property is served by public water and sewer, and property is not within an incorporated town, application may be eligible to be processed as a walk-through permit, if electrical and plumbing permit applications are submitted at the same time as the Building Permit Application.

If you would like to process this application as a walk-through, please check here:
 Determination will be made by Staff at time of application submittal.

☐

BUILDING PERMIT APPLICATION FOR ADDITION OR ALTERATION - PAGE TWO OF THREE

Please Complete All Applicable Fields Below for Addition and/or Alteration

Cost of Construction: _____
includes electrical, plumbing, labor & materials

Any Electrical Work Involved? Y ☐ N ☐
Any Plumbing Work Involved? Y ☐ N ☐

Check all proposed work that applies:

<input type="checkbox"/>	covered porch	Square Footage	_____
<input type="checkbox"/>	screen porch	_____	_____
<input type="checkbox"/>	sunroom	_____	_____
<input type="checkbox"/>	slab only	_____	_____
<input type="checkbox"/>	carport	_____	_____
<input type="checkbox"/>	garage	_____	_____
<input type="checkbox"/>	finished area	_____	_____
<input type="checkbox"/>	unfinished area	_____	_____

Construction Details

New Basement?: _____
Bsmt.Egress Type: _____
Building Height: _____ feet
of New Levels: _____ include new basement
#of New Bedrooms: _____
Total # of Bedrooms: _____ when completed

Foundation Wall: _____
Exterior Wall Construction: _____
Exterior Wall Covering: _____
Roof Type (Truss or Rafter?): _____
Roof Composition: _____
Interior Wall: _____
Floor Covering: _____

For alterations and remodeling, list names of existing rooms to be **converted** to new rooms (if currently unfinished, list Existing as Unfinished). Do not list new room *additions* here.

Existing	convert to	New
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Heating Fuel: _____
Heating System: _____
Central Air Y/N? _____
Chimney Y/N? _____
Fireplace Y/N? _____
Existing Sprinkler? _____

Total square footage of **Alterations**: _____

If property served by Septic and/or Well, is proposed construction area staked Y/N? _____

Additions

List all new rooms by name:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Grading Permit Details From Grading Permit

Disturbed Area in Square Feet: _____
Quantity of Cut and/or Fill in Cubic Yards: _____

A minor grading permit is required when quantity of cut and/or fill exceeds 99 cubic yards OR disturbed area exceeds 4,999 square feet.

Total square footage of **Additions**: _____
Do not include porches, decks, garage, or alterations in addition square footage.

Setbacks to property lines/nearest structure:

Front: Right:
Rear: Left:

Any additional information that will aid in the processing of your application:

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Properties Served by County Water and Sewer :

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

Building Permits and Applications for Building Permits are non-transferrable and non-assignable.

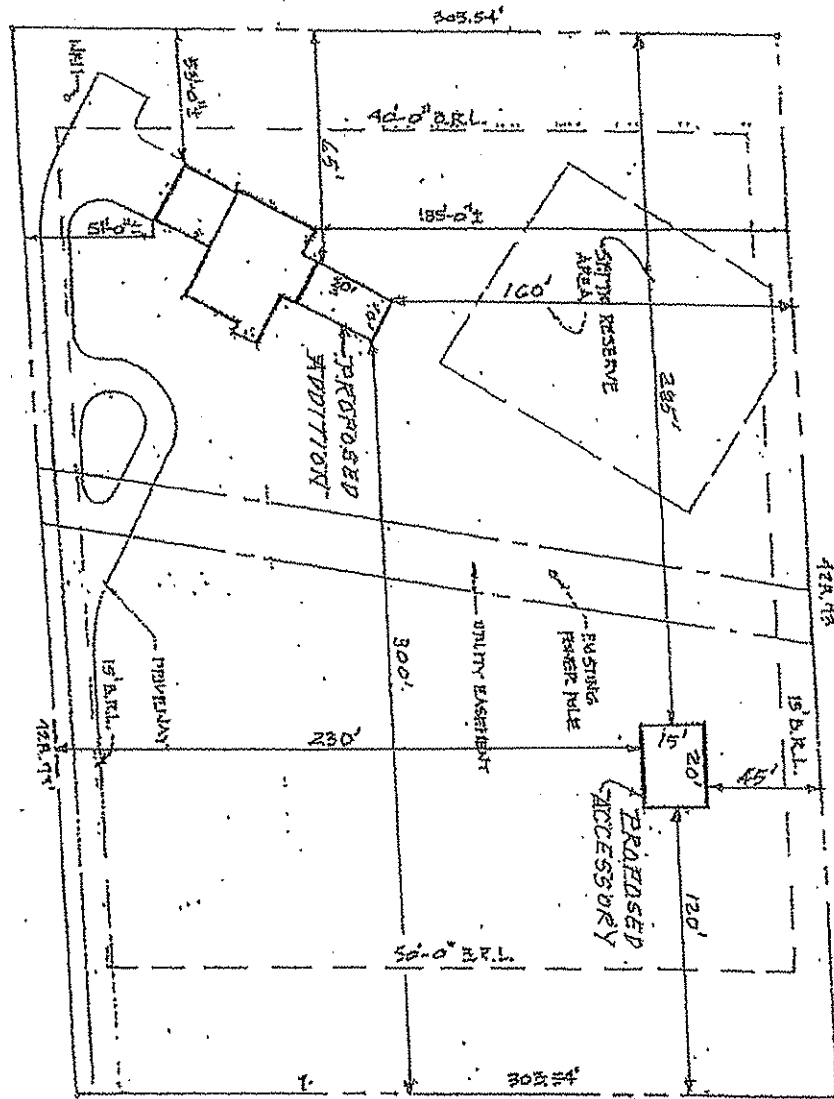
Signature of APPLICANT

Please print name

Connection with application

FY11/Web Packets/Additions or Alterations/pm

SAMPLE PLOT PLAN



← NAME OF ROAD →



SUBDIVISION NAME:		OWNER/APPLICANT NAME:		DRAWING SCALE:	
LOT #:	LOT SIZE:	PROPERTY ADDRESS:		PROPERTY TAX I.D. NO.	

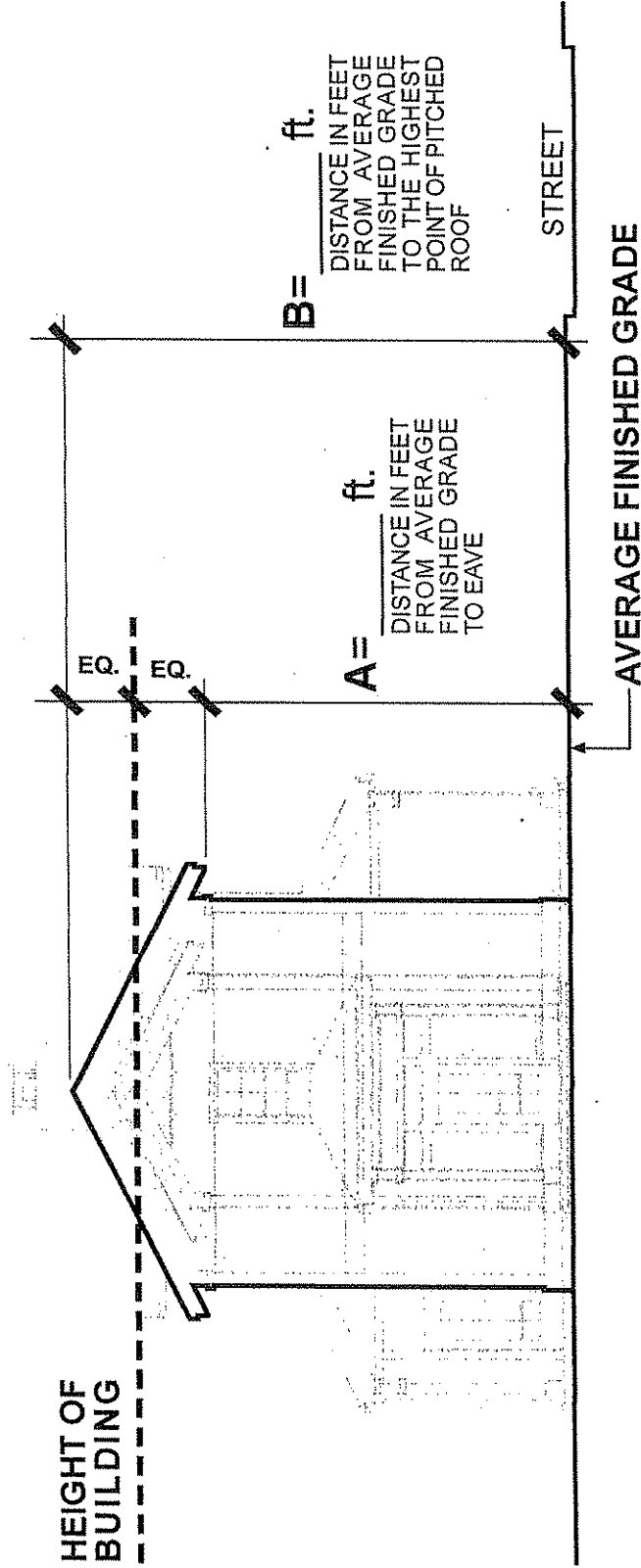


DIVISION OF PLANNING
ZONING ADMINISTRATION
FREDERICK COUNTY, MARYLAND 21701

12 East Church Street Frederick, MD. 21701 TEL. 301 694-2572 FAX 301 694-2054

DETERMINING HEIGHT OF BUILDING

The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-04)



HEIGHT OF BUILDING = $A + [(B - A) / 2]$

HEIGHT OF BUILDING =

= + $[(\text{ } - \text{ }) / 2]$

FREDERICK COUNTY
EXCISE TAX WORKSHEET

Permit # _____
Applicant _____

FEE CALCULATION FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION

1. <u>Total square footage (finished & unfinished)</u> To calculate, use outside dimensions. Any portion of a foot is dropped from the measurement.	_____	(No charge For the 1st 700 sq. ft.)	_____
2. <u>Subtract 700 sq. ft.</u>	700		0
	=		
3. <u>Subtotal</u>	_____	<u>Add the 2 figures below:</u>	
	-	X \$0.10 per sq. ft. \$	_____
4. <u>Subtract 700 sq. ft.*</u>	_____		
	=	+	
5. <u>Remainder of sq. ft.</u>	_____	X \$0.25 per sq. ft. \$	_____
		TOTAL	=
		EXCISE TAX	\$ _____

* (if the subtotal from #3 is less than 700 sq. ft., use actual square footage)

FEE CALCULATION FOR RESIDENTIAL ADDITIONS

1. <u>Exact gross square footage of residential building</u> (Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction. To calculate, use exterior dimensions. Any portion of a foot is dropped from the measurement.)	_____
2. <u>Exact gross square footage of proposed addition</u> (finished and unfinished square footage)	_____
3. <u>If #2 is larger than #1, subtract #1 from #2 and enter here. Use this figure to calculate fee.</u> If #1 is larger than #2, no excise tax is charged.	_____ **

**** Use this figure to enter under #1 on the above "Single Family Residential Construction" worksheet**

FEE CALCULATION FOR NON-RESIDENTIAL CONSTRUCTION

<u>Exact gross square footage of construction</u> Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction, all floors. Fee will be calculated on the first permit application for that construction (excluding "foundation only" permits).	X \$0.75 per sq. ft. \$ _____
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See Reverse For Multi-Family Residential Construction Worksheet



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree **until the applicant first obtains a permit from the Department** in accordance with this section." [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: <http://www.dnr.state.md.us/forests/programapps/newrflaw.asp>

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhoneczy@dnr.state.md.us

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay



Roadside Tree Permit – Typical Situations 9/17/09

